

HR News

Gunnison County

6/30/2017

2017 Edition, Volume 2

Employee Onboarding Meeting

On June 7, 2017, Human Resources successfully hosted the first ever New Employee Group Onboarding for Gunnison County. The goal of the group onboarding meeting was to welcome new employees and orient them to Gunnison County's Strategic Business Plan, culture and goals and to provide important IT, payroll, financial and safety information.

Handouts provided by the IT department at the onboarding meetings are available for all employees to view by visiting our website at <http://www.gunnisoncounty.org/it/orientation>.

We would like to thank all of our presenters for helping us welcome our new employees and for providing such beneficial information: Matthew Birnie, Linda Nienhueser, Kelly Weak, John Felix, Michael Metcalf, Scott Morrill and Bobbie Lucero.

The next onboarding meeting is scheduled for Wednesday, October 4th, 2017. This 3rd quarter group orientation will include employees hired after June 7, 2017 through September 30, 2017, and employees who were unable to attend the session in June.

Also, as part of our individual new hire orientation process, Scott Morrill and Bobbie Lucero will now meet with each new employee after their HR orientation. They will meet with each new employee at the employee's place of work to review important safety and emergency procedures. Thank-you Scott and Bobbie!



Q: How do Health Savings Accounts (HSA's) differ from health care Flexible Spending Accounts (FSA's)?

A: Both HSA's and FSA's allow you to pay for qualified medical expenses with pre-tax dollars. One key difference is that HSA balances can accumulate and roll over from year to year, while all but \$500 of FSA money left unspent at the end of the year or after a designated grace period, will be forfeited. You have to be enrolled in our High Deductible Health Plan (HDHP) to open an HSA, but you can have an FSA with both our HDHP and PPO Plans. If you are on the HDHP and decide to enroll in the HSA and the FSA, the FSA will be what is called a Limited Purpose Flexible Spending Account (LPFSA), which means those dollars can only be used for dental and vision expenses.

Q: Can I invest my HSA savings?

A: Yes, HSA funds over \$1,000 can be invested. Investment selections can be made on the BenefitWallet website. There are over 25 investment options from a variety of fund families that you can choose from. If or when you need those investment dollars for health care expenses, they can be returned to your original account without penalty.

(Continued on Page 3)



In this quarter's edition, HR News offers information on the recent New Employee Group Onboarding Meeting, CCOERA Retirement Plans, Triad EAP Telephonic Counseling, the Ethical Advocate, our new AFLAC representative and answers to important FAQ's. On page 4 you will see a list of Gunnison County benefit providers and additional benefit information under our "Benefits Buzz" section.

To Contact the HR Office:

Cheryl Seling, *HR Manager*
970.641.7962
cseling@gunnisoncounty.org

Leah Celandia, *HR Specialist*
970.641.7961
lcelandia@gunnisoncounty.org

Main number: 970.641.7623
Fax: 970.641.7618
www.gunnisoncounty.org/hr

Dates to Remember

Upcoming Pay Dates:

Monday, July 31st
Thursday, August 31st
Friday, September 29th

Upcoming Holidays:

Monday, July 3rd: Day before Independence Day
Tuesday, July 4th: Independence Day
Monday, September 4th: Labor Day





TRIAD EAP Telephonic Counseling



TRIAD
Employee Assistance Program



Triad EAP now offers telephonic counseling as an option for employees to receive counseling services.

This does not take the place of face-to-face counseling for those who would rather visit a counselor in person.

Telephonic counseling is for employees and their family member who:

- Are 16 years or older
- Not doing couple's counseling
- Unable to leave work easily
- Who may live far from available counselors
- May experience anxiety from talking to a counselor face-to-face
 - May have a conflict of interest by seeing local counselors

To access your EAP benefits, please call or log in with the information below:

Website: www.triadeap.com

Username: gunnison

Password: county

Toll Free: 1-877-679-1100

Phone: 970-242-9536

New AFLAC Representative

Human Resources would like to welcome Tina Brudzinski, AFLAC Associate, as our new AFLAC representative for Gunnison County. Tina has been working with our previous representative, Amanda Flowers, so that she can successfully transition into being our main contact for AFLAC claims and benefit questions. Tina is located at 108 West Tomichi in Gunnison and can be reached at (970) 596-7410 or (970) 964-4414, or at tina_brudzinski@us.aflac.com.



Gunnison County recognizes that while giving feedback is important to the well-being of an organization and its employees, sometimes it is challenging. Gunnison County wants to make sure there are non-threatening ways for its employees to give feedback. It recognizes that its staff has good ideas on how to improve things, or observes things that need attention, but sometimes people don't want to say anything out of a fear of their suggestions being misinterpreted.

Gunnison County has taken a positive step in creating an anonymous communication system with Ethical Advocate. It is sending you a strong message in saying, "we want to know if there are things off base, even if it involves management, and we've implemented a program that guarantees anonymity for you to feel safe in reporting or communicating something." One could use the Ethical Advocate tool, or speak directly to the appropriate people.

Your Feedback Counts!

The important thing is to do it. It's not just management that sets the tone for an organization... all people do. Any one of us can show the way. And by doing so we set an example, and maybe – just maybe – inspire someone else to do the right thing.

After submitting a report, check back within a few days and on a regular basis to see if there are any questions, comments or updates. If reporting online, after logging in, open "Report Manager" and then your report to see and respond back. If calling, ask the Ethical Advocate representative if there are comments to your report. Remember, you are anonymous throughout the process if you choose to be.

Anonymous Call Center
24 hours a day/7 days a week
Toll Free Number: 855-443-0787

<https://gunnisoncounty.ethicaladvocate.com/>



FAQ's Continued

Q: I am in the process of getting a loan and need a Verification of Employment (VOE). Who should my lender send the request to?

A: All VOE requests should be faxed to Human Resources at (970) 641-7618. The request should include an authorization to release information signed by you. Providing this information to your lender will expedite the process. Human Resources will return the request within 24 hours of receiving it.

Q: What is the maximum contribution I can make to my 457(b) this year?

A: The regular limit (for those under the age of 50) is \$18,000, and the Age 50+ limit is \$24,000 (\$18,000 + \$6,000 Catch-up amount). The same limits will be applied for both the before-tax (Traditional) and the after-tax (Roth) contributions to your CCOERA 457 Deferred Compensation Plan. However, if you split your contributions between the Traditional and Roth options, the amounts will be combined and must stay within the applicable limit. To view your account or to find CCOERA forms, please login to: <http://www.ccoera.org/>. If you have questions or need additional information, contact our CCOERA representative, Mike Whalen, at mwhalen@ccoera.org. He can also be reached at (303) 713-9400.



Nine weeks of Yoga With Leia Morrison

Brought to you by the Wellness
Committee

July 12th — September 6th

When: Wednesdays from 12:10 –
12:50

Where: Green Space between
Blackstock and HHS, 225 N. Pine St.,
Gunnison

Rain Location: The Sanctuary, 513
S. Main St., Gunnison

Integrated Vinyasa™ with Leia is a yoga practice rooted in intelligent, natural evolutionary patterns and emphasizes the subtle inner work we access via our physical bodies and movement. It unifies the polarities of alignment and flow, anatomy and energetics, engagement and relaxation, outer and inner, focus and release, structure and spontaneity, and work and play. More than simply a style of yoga, Integrated Vinyasa™ illuminates our relationship with Nature, our interconnectedness and an energetically sustainable approach to living fully.

\$5.00 per class, or \$45.00 for all nine weeks

Cash or check only!

Make checks payable to Leia Morrison

Sign up with Emily Mirza at:

emirza@gunnisoncounty.org

or 970-641-7663

Sign up by 5pm on Tuesday before the class

2017 EAP Webinar Calendar

	Monthly Theme	Monthly Online Seminar	Description
July	MIXOLOGY Celebrating the multigenerational workplace	Managing in a Multigenerational Workplace Available on demand starting JULY 18 th	Identify the characteristics and key motivational factors of each generation. Explore commonalities and discuss differences to build strong teams while bridging the generational gap.
August	SAYING GOODBYE Honoring the process of grief and loss	Bereavement: Coping With Loss Available on demand starting AUGUST 15 th	Grief and loss trigger conflicting emotions. Explore your own reactions to loss, from a death to divorce. Learn why some people are stuck in a "grief rut" as you discuss more healthy ways to grieve.
September	TMI Find your way to the right resources	Information Overload Available on demand starting SEPTEMBER 19 th	Managing the enormous amount of information that is thrown at us is difficult. Understand what contributes to information overload and apply tips and tools for effectively managing information.

Benefits Buzz



Employee & Employer CCOERA Contributions

On June 14th and 15th, our CCOERA representative, Mike Whalen, visited Gunnison and provided an explanation on the difference between how CCOERA contributions appear on your paystub vs. on your CCOERA statements, or Account Histories. To help you better understand, below is an example of abbreviations that are used on your paystub and corresponding codes that show on the CCOERA reports:

401(a) Paycheck Codes			Corresponding CCOERA 401(a) Account History Codes		
CODE	DESCRIPTION	AMOUNT	CODE	DESCRIPTION	AMOUNT
3% RETIRE	Employee 3% Before-tax Contribution	\$150.00	BEF1	Employee Before-tax Contribution	\$150.00
401A Loan	Employee Loan Repayment Amount	\$50.00	ERB4	Employer Contribution	\$150.00
N/A	Employer 3% Before-tax Contribution	\$150.00	LON1	Employee Loan Repayment Amount	\$50.00
TOTAL		\$350.00	TOTAL		\$350.00

457(b) Paycheck Codes			Corresponding CCOERA 457(b) Account History Codes		
CODE	DESCRIPTION	AMOUNT	CODE	DESCRIPTION	AMOUNT
OPT RETIRE	Employee Before-tax Contribution ≤ 2%	\$100.00	BEF4	Employee+Employer Before-tax Contribution	\$300.00
DEF RETIRE	Employee Before-tax Contribution > 2%	\$100.00	RTH1	Employee After-tax Roth Contribution	\$50.00
ROTH 457 R	Employee After-tax Roth \$ or %	\$50.00	LON1	Employee Loan Repayment Amount	\$50.00
457 ACCT L	Employee Loan Repayment	\$50.00			
N/A	Employer ≤2% Before-tax Contribution	\$100.00			
TOTAL		\$400.00	TOTAL		\$400.00



A note from Cheryl:

I wanted to share with everyone my personal first impression of the **Box Canyon Lodge in Ouray**. My husband and I enjoy camping at Ridgeway State Park and always include site seeing, hiking and biking in the Ouray and Silverton areas. On our last camping trip over Father's Day weekend, we spent part of a day visiting the Box Canyon Falls in Ouray and decided to stop by the Box Canyon Lodge to see what the lodge had to offer its customers.

As customers, did you know that the lodge offers an employer discount to us as Gunnison County employees? Some of our employees have already taken advantage and enjoyed the County's employer discount of reduced rates during the Lodge's off season.

Of course the winter off season for 2016 – 2017 has passed, but I wanted to plant the idea for all of you planners out there when putting together your winter 2017-2018 calendars!

When we were visiting, we met with the Lodge's manager to inquire what amenities were included with the weekend discounted rates. First hand, we were very satisfied with the standard room available, the 4 smaller, more secluded (versus the large pools at Ouray Hot Springs) spring-fed hot tubs tucked away on the hillside, and voucher option for breakfast at the Roast and Toast Café & Restaurant from 6:30 AM until 2:00 PM. The standard rooms include a microwave and mini fridge in each room.

The Lodge's 2017-2018 calendars will be out in September, just in time for our end of the 3rd Quarter's HR/Benefits newsletter – be on the lookout for the new weekend rates and blacked out dates (most likely those which correspond with a holiday).

Sincerely, *Cheryl*

How to Contact Your Benefit Providers

CoreSource - Medical, Dental, Vision and Flexible Spending Account (FSA)
800.521.1555
www.coresource.com

Health Savings Account (HSA)
877.472.4200
www.mybenefitwallet.com

CVS/Caremark - Prescription Medications
866.818.6911
www.caremark.com

DirectPath – Advocacy Services
866.253.2273
www.directpathhealth.com

AFLAC - Supplemental Insurance
Tina Brudzinski – Associate
970.596.7410
970.964.4414
tina_brudzinski@us.aflac.com
www.aflac.com

Lincoln Financial – Life, AD&D Insurance
800.487.1485
www.lfg.com

CCOERA – Retirement Programs
800.352.0313
www.ccoera.org

TRIAD EAP - EAP
877.679.1100
www.triadeap.com
User ID: Gunnison, Password: county